



# भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण ( पत्तन, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार )

मुख्यालय : जलमार्ग भवन, ए-13, सैक्टर-1, नौएडा-201 301, (उ० प्र०)

## INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Ports, Shipping and Waterways, Govt. of India)

Head Office : Jalmarg Bhawan, A-13, Sector-1, Noida-201 301 (U.P.)

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No. IWAI-11014/54/2020-Admin-Rectt

Dated: 28.03.2023

### OFFICE ORDER

It has been observed by the Competent Authority, that even after Office Hours/on holidays the VIP rooms/offices are kept open for carrying out repair works etc at Head Office and are not manned by the staff of respective officer. To ensure the safety and security of the documents/articles/objects etc, Competent Authority has directed that:-

- All sections/Staff of VIP sections/head office are hereby directed to seek prior permission of Secretary, IWAI for carrying out works/repairs or opening office on holidays.
- The VIP Office/sections must be manned by the staff of respective Sr. Officer/sections when the work is being carried in VIP office/sections at Head Office.

Also, it is hereby directed to all the officers/ officials of IWAI & JMVP (including contractual/ outsourced employees) that with the recommendation of the Wing Heads, prior approval of Secretary, IWAI is to be accorded for attending office on Saturdays/ Sundays and holidays **except any orders as directed by Chairman/ Vice Chairman, IWAI where office orders shall be issued by Admin Wing.**

This issues with the approval of the Competent Authority.

Asst. Secretary (A&E)  
E.mail: [nsingh@iwai.gov.in](mailto:nsingh@iwai.gov.in)  
Phone No. 0120-2474050

### Copy to:-

- Chief Engineer & Project Manager (JMVP)/Hyd Chief/Chief Accounts Officer/ Director/(NER)/Director (Hyd)/DS (P&C/Director (Tech)/Director (Traffic)/Director (RE)/ Assistant Secretary (L&H),IWAI, Noida
- PCSA (IT), IWAI, Noida-for uploading on IWAI Website.
- Hindi cell-for Hindi translation
- Office Copy/Master copy

### Copy for information to:-

PPS/PS/PA to Chairman / Vice-Chairman/Member (Finance)/ Member (Technical)/ Member (Traffic)/ Secretary, IWAI, Noida